



ichelson Weekly Update

Tuesday, October 29th, 2024

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

Park Forest	Fenwick Place	Walden Crossing
Alinea Town & Country	Harper's Point	Walden Glen
Orchard Village	Hermitage	Whispering Hills
Southmoor	The Orion	

- **Past Due from 09/19-Downspout Map**-Westshore Colony
- **Past Due from 09/25-Property Inspections**-Carrington Park, Westshore Colony, Vineyards, Panther Creek Parc
- **Past Due from 10/21-Safety Checklist**-Southmoor, Panther Creek Parc, Preston Run, Terraces at Forest Springs, Boulder Creek, Westshore Colony, Vineyards, Bramblett Hills, Trace Apartments, Corbin Crossing, 230 Building
- **Past Due from 10/25-Resident Questionnaire Recap**-The Orion
- **Due 10/30-Safety Box Inventory** –Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Hermitage, Kensington West, Panther Creek Parc, Preston Run, Southmoor, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **Due 10/30-Fire Inspection**-Southmoor
- **Due 11/04-Monthly Property Summary**
- **Due 11/04-Market Study**
- **Due 11/21-Resident Questionnaire Recaps**-Southmoor, Vineyards, Walden Crossing, Westshore Colony
- **Due 11/22-Inventories**
- **Due 11/27-Fire Inspections**-Preston Run, Vineyards

If you are not listed above or have any question on what is still due for your community, please email reports and/or questions to reports@michelsonrealty.com.



2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 10/21-10/27 with your team!



Michelson Weekly Update

Tuesday, October 29th, 2024

PROPERTY MANAGEMENT



3. SAFETY FLYER FOR NOVEMBER 2024-attachment

Please review the November 2024 Safety Flyer with your team!



4. PROPERTY CALENDAR FOR NOVEMBER 2024-attachment

Please review the property calendar for November 2024 with your team!



5. Leasing/Marketing Tip Of The Week-

Host an Instagram Contest

Start an apartment decoration contest on Instagram.

Have tenants post pictures of their apartments using a branded hashtag, then allow everyone to vote.

Not only will you build your social following, it also helps with tenant retention.

Here are some great tips for running your own Instagram contest.

If your team has any unique marketing ideas, please send them to meghang@michelsonrealty.com.



JL ichelson Weekly Update

Tuesday, October 29th, 2024

PROPERTY MANAGEMENT

“How you sell matters. What your process is matters. But how your customers feel when they engage with you matters more.”

Tiffani Bova
Author